ScanRouter V2 *Lite*

Setup Guide

■ Latest information about ScanRouter V2 Professional

xxxxxx 2001

You can download the latest version and obtain product information from the xxxxxxx home page on the Internet.

Preface

ScanRouter V2 Lite is a Delivery Server which can deliver documents read by a scanner or delivered from DeskTopBinder V2 to a specified delivery destination via a network. You can set how to process documents for each destination or perform settings about a delivery server using attached ScanRouter V2 Administration Utility.

This guide explains how to set up ScanRouter V2 Lite. For information about how to use ScanRouter V2 Lite, see Help for ScanRouter V2 Lite after it is installed.

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- The proper names of Windows® 2000 are as follows:
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Notes:

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⚙️Important

❒ Be sure to copy (reproduce) important documents or data. Your operational mistake or the abnormality of this product may delete your documents or data.

❒ Do not take out or insert a disk during operation.

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1. System Requirements

To use a computer as ScanRouter V2 Lite, the computer must meet the following system requirements:

🔒 Limitation

❒ Do not install ScanRouter V2 Lite in a computer used as a mail server, Web server, database, and so on.

❒ If you install ScanRouter V2 Lite in a computer in which ScanRouter Lite is already installed, ScanRouter Lite will be uninstalled.

❒ You cannot install ScanRouter V2 Lite in a computer in which ScanRouter Professional is installed.

❒ You cannot connect from DeskTopBinder V2 and ScanRouter Professional client software to ScanRouter V2 Lite.

Computer

❖ **CPU**
Pentium 200MHz minimum (Pentium II 350MHz minimum is recommended)

❖ **Operating Systems**
- Microsoft Windows 95 OSR2 or later
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows NT Server 4.0 + Service Pack 5 or later
- Microsoft Windows 2000 Server
- Microsoft Windows Me

📝 Note

❒ For Windows NT Server or Windows 2000 Server, install ScanRouter V2 Lite in a stand-alone server. Do not install it in a primary domain controller or backup domain controller.

❖ **RAM**
64 MB or more (128 MB or more is recommended)

❖ **Hard Disk Space**
At least 200 MB of disk space is required for installation.

📝 Note

❒ In addition, 500 MB or more is required to save documents.

❖ **Protocol**
  TCP/IP

Limitation

❒ Do not use ScanRouter V2 Lite in the WAN environment. Timeout may occur during connection depending on the network, and documents cannot be delivered normally.

❒ Set up an environment correctly when ScanRouter V2 Administration Utility is used in a dial-up connection computer.

❒ The total of 1000 documents can be managed by ScanRouter V2 Lite. One In-Tray can receive 100 documents. If this limitation is exceeded, the performance may be deteriorated.

❒ If documents are sent to ScanRouter V2 Lite when "Grayscale" or "Color" is set as a read condition in the connection device, 600 dpi is set as resolution, or large images are read, the processing may be delayed. When you normally use such images, we recommend that you increase the capacity of the CPU, memory, and hard disk of your computer.

2. ScanRouter V2 Lite Setup

Before installing ScanRouter V2 Lite, you need to set up a computer as Delivery Server. Before setup, configure the TCP/IP settings. For information about the TCP/IP settings, ask the network administrator.

Account Settings WindowsNT/2000 only

Create an account for launching Scan-Router V2 Lite in Windows to give the Administrator permission. You can use an existing account, however, we recommend to create an account to be used only by ScanRouter V2 Lite.

The procedure for creating an account and setting the permissions is different depending on whether the router is a member of a domain.

⚠️ Note

❒ Use the same account when Scan-Router V2 Lite is installed.

When a member of a domain

📋 Preparation

If you want to create a new account, ask the network administrator to register an account to be used only for ScanRouter V2 Lite in the domain server.

For WindowsNT

🄰 **Log on as a member of the Administrators group.**

🄱 **Select [Start], point to [Program], point to the [Administration Utility] folder, and select [User Manager] or [User Manager for Domains].**

🄲 **Select [Administrators] from the group list and select [Properties] from the [User] menu.**

The local group Properties are displayed.

🄳 **Select [Add].**

A list of users and groups which belong to the domain is displayed on the "Add Users and Groups" screen.

🄴 **With the [Name] box, select a launch account, and then select [Add].**

If the account is not displayed, check if the correct domain server is selected from [Domain or Computer] drop-down menu.

🄵 **Since the launch name is added to the [Add Names] box, select [OK].**

🄶 **Make sure that the launch account has been added to the [Members] box, and select [OK].**

🄷 **Exit User Manager.**

For Windows2000

🄰 **Log on as a member of the Administrators group.**

🄱 **Right-click [My Computer], then select [Manage].**

C **Open [Local Users and Groups] in the console tree, then open the [Groups]folder.**

Click on **[Administrators]**, then from the **[Action]** menu, select **[Properties]**.

D **Click [Add].**

A list of the users and groups which belong to the domain is displayed in the **[Select Users or Groups]** dialog box.

E **In the upper list box, click the administrator's account name, then click [Add]**

If the account is not displayed, check if the correct domain server is selected from the **[Look In]** drop-down menu..

F **The administrator's name is added to the lower list box.**

Click **[OK]**.

G **Check that the administrator's name is added to the [Members] box.**

Click **[OK]**.

H **Close [Computer Management].**

When Not a Member of a Domain

For WindowsNT

A **Log on as a member of the Administrators group.**

B **Select [Start] and point to [Program] to select [User Manager] from the [Administration Utility] folder.**

C **Select [New User]in the [User].**

The "New User" screen appears.

D **Remove the check mark of [User Must Change the Password During the Next Logon.] and enter other item.**

E **Select [Group].**

F **Select [Administrators] in the [Not Member of] box, and then select [Add].**

[Administrators] is added to **[Member of]**.

G **Select [OK].**

H **Select [OK] to close the "New User" screen.**

I **Exit User Manager.**

For Windows2000

A **Log on as a member of the Administrators group.**

B **Right-click [My Computer], then select [Manage].**

C **Open [Local Users and Groups] in the console tree, then open the [Users] folder.**

From the **[Action]** menu, select **[New User]**.

The **[New User]** dialog box appears.

D **Click to clear the [User must change password at next logon] check box, and enter the other items.**

E **Click [Create], and then [Close].**

F **Open [Local Users and Groups] in the console tree, then open the [Groups] folder.**

7 **In the right pane, click [Administrators]. Then from the [Action] menu, select [Properties].**

8 **Click [Add].**

A list of the users and groups which belong to the domain is displayed in the **[Select Users or Groups]** dialog box.

9 **In the upper list box, click the administrator's account name to highlight it, then click [Add].**

10 **The administrator's name is added to the lower list box.**
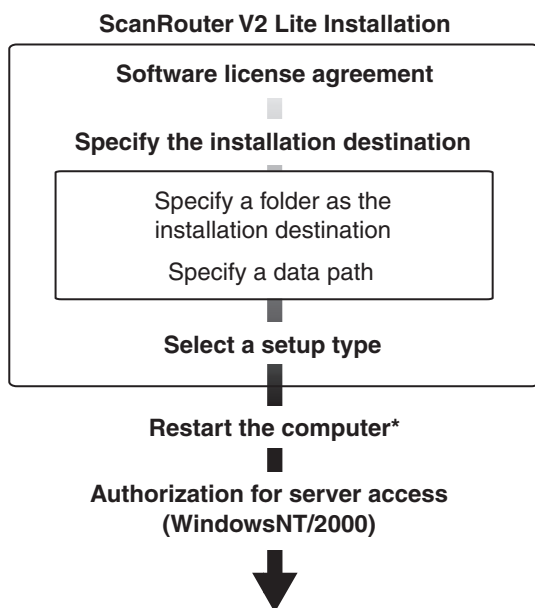
Click **[OK]**.

11 **Check that the administrator's name is added to the [Members] box.**

Click **[OK]**.

12 **Close [Computer Management].**

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3. ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the flow below.

ScanRouter V2 Lite Installation

Software license agreement

↓

Specify the installation destination

Specify a folder as the installation destination

Specify a data path

↓

Select a setup type

↓

Restart the computer*

↓

Authorization for server access (WindowsNT/2000)

↓

ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the procedure below.

Make sure that you have all finished preparing for the server to be installed.

⚠️Important

❒ After installation is complete, be sure to relaunch the computer. If ScanRouter V2 Lite is launched before relaunching the computer, it may not work normally. In this case, reinstall ScanRouter V2 Lite.

🖉 Note

❒ When you use ScanRouter V2 Lite in WindowsNT/2000, log on Windows with a launch account which was set in *"Account Settings WindowsNT/2000 only"* ⇒ P.3 during installation.

A **Display the "Set up ScanRouter V2 Lite" screen of ScanRouter V2 Lite.**

B **Select [ScanRouter V2 Lite].**

C **When ScanRouter Lite is installed, select if ScanRouter Lite data is used.**

When "Yes" is selected, conversion is performed so that address book data in ScanRouter Lite can be used for ScanRouter V2 Lite.

📎 Note

❒ Save in advance necessary data other than the address book data in ScanRouter Lite in a different location.

A screen for confirming installation start appears.

D **Select [Yes].**

E **Select [Next] on the displayed screen.**

F **Confirm the software license agreement and select [Yes].**

"Select Installation destination" appears.

G **Enter user information and select [Next].**

H **Confirm the displayed information and select [Yes].**

"Select Installation Destination" appears.

I **Specify the installation destination.**

📎 Note

❒ If a Ridoc product is already installed, you cannot specify the installation destination because it will be a folder common to the Ridoc Document System. "Select Installation Destination" does not appear.

❶ **Enter a folder for the installation destination and select [Next].**

📎 Note

❒ You cannot specify the following locations:

- Within Windows folders
- Drive routes
- Within removal media

❷ **Enter a data path and select [Next].**

You can specify a location for saving data used in the Ridoc Document System.

📎 Note

❒ You cannot specify the following locations:

- Within Windows folders
- Drive routes
- Within removal media
- In program file folders

J **Select a setup type.**

You can select the mode of launching the delivery server.

- Program folder
  After you log on Windows with the account for launching the delivery server, select **[Start]** and then select **[ScanRouter V2 Administration Utility]** in **[ScanRouter V2 Professional]** depending on the settings during installation from the **[Program]** folder to launch the Delivery Server.

- Start-up
  After you log on Windows with the account for launching the Delivery Server, the Delivery Server launches automatically.

- Service

The Delivery Server launches in the background regardless of the account during log-on. In this case, documents cannot be delivered to the network drive.

Setup Type	Program Folder	Start-up	Service
Delivery to the Network Drive	Possible	Possible	Impossible

⓫ **Confirm the contents of registration.**

When **[OK]** is selected, ScanRouter V2 Lite is installed and "ScanRouter V2 Lite installation is complete." appears.

⓬ **Uninstalling ScanRouter Lite starts. (Only when remote SCAN-Lt is installed) Uninstall ScanRouter Lite by following the display of the screen.**

⓭ **Relaunch the computer by following the display of the screen.**

Note

❒ Before the computer relaunches and the settings are complete, ScanRouter V2 Lite does not work normally.

⓮ **The installation is complete.**

For Windows95/98/Me, ScanRouter V2 Lite installation is complete automatically.

For WindowsNT/2000, Authorization for Server Access is performed.

❶ **Select [Next].**

❷ **Enter a password in the [Password] box and [Enter to Confirm Password] box.**

❸ **Select [OK].**

Windows settings required to operate ScanRouter V2 Lite are changed automatically. When the "Delivery Server setup is all complete." message appears, the settings have been finished.

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Installing ScanRouter V2 Administration Utility in a Client Computer

You can install the ScanRouter V2 Administration Utility in a client computer to manage the Delivery Server from the client computer.

🖉 Note

❒ Set up an environment correctly when the ScanRouter V2 Administration Utility is used in a dial-up connection computer.

❒ You need not individually install the ScanRouter V2 Administration Utility in the Delivery Server in which ScanRouter V2 Lite is already installed.

A **Display the "Set up ScanRouter V2 Lite" screen of ScanRouter V2 Lite.**

B **Select [ScanRouter V2 Administration Utility].**

A screen for confirming installation start appears.

C **Select [Yes].**

D **Select [Next] on the displayed screen.**

E **Confirm the software license agreement and select [Yes].**

"Select Installation Destination" appears.

F **Enter a folder for an installation destination and select [Next].**

🖉 Note

❒ If a Ridoc product is already installed, you cannot specify the installation destination because it will be a folder common to the Ridoc Document System. "Select Installation Destination" does not appear.

❒ You cannot specify the following locations:

- Within Windows folders
- Driver routes
- Within removal media

G **Confirm the contents of registration.**

When **[OK]** is selected, the ScanRouter V2 Administration Utility is installed.

Uninstalling ScanRouter V2 Lite

This section explains how to uninstall ScanRouter V2 Lite.

📛Important
❒ Before uninstallation, be sure to back up the system and various data. Stop the Delivery Server from the ScanRouter V2 Administration Utility.

A **Exit the ScanRouter V2 Administration Utility.**

B **Select ScanRouter V2 Lite in [Add and Delete Application] on the control panel, and then select [Add and Delete] or [Change/Delete].**

The "InstallShield Wizard" screen appears.

C **Select "Delete" and then select [Next].**

The Confirmation screen appears.

D **Select [OK].**

E **Select if setting information such as a Destination is deleted.**

ScanRouter V2 Lite has been uninstalled and "Exit of Maintenance" appears.

🖉 Note
❒ If you are asked to delete a file which may be shared with other programs, select **[No]**.

F **Select [Complete].**

🖉 Note
❒ If only ScanRouter V2 Lite is installed in a computer, you can delete the RidocCab folder (or a folder specified as a data path)⇒ P.7 *"ScanRouter V2 Lite Installation"*. If other Ridoc Document System product is installed in the same computer, however, do not delete the RidocCab folder (or a folder specified as a data path). If you want to delete the data in ScanRouter V2 Lite, delete the DR folder only in the RidocCab folder (or a folder specified as a data path)

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4. After Installation

Start menu

Select **[Start]** and point to **[Program]** and then **[ScanRouter V2 Professional]** folder. The menus below appear. These are entries for each function of ScanRouter V2 Lite.

- ScanRouter V2 Administration Utility
  Launches the ScanRouter V2 Administration Utility.

- Delivery Server (only for server computer)
  Only if you select "Program Folder" in Start mode during installation, the Delivery Server appears on the Start menu. Unless you launch the ScanRouter V2 Administration Utility, you can start the service of the Delivery Server.

- Read This First.
  Displays product information.

- Administrator's Guide
  Displays the Administrator's Guide. This guide explains the operation of the Delivery Server.

✎ Note

❒ To exit the Delivery Server, select **[Stop Delivery Service]** from the **[Server]** menu of the ScanRouter V2 Administration Utility.

Basic Settings

You can set an "administrator's password," a "Destination," and "connection device" at least required to operate the Delivery Server. Turn on the power of the connection device in advance. Some devices do not require its settings. For more information, see the **[Administrator's Guide]** or **[Read First]** on the Start menu, or Help. To display Help, select **[Help]** on the operation screen.

A **Launch the ScanRouter V2 Administration Utility.**

A **Select [Start] and point to [Program]to select [ScanRouter V2 Administration Utility] from the [ScanRouter V2 Professional] folder.**

The ScanRouter V2 Administration Utility launches and a screen for entering a password appears.

B **Since the password is not set immediately after installation, select [OK] without entering anything.**

The "ScanRouter V2 Administration Utility" screen appears.

B **Set an administrator's password.**

Set an administrator's password in the ScanRouter V2 Administration Utility so that the settings cannot be changed by mistake.

A **Click [Set Administrator] from the [Server] menu.**

The **[Set Administrator]** dialog box appears.

B **Enter a new password (within eight alphanumeric characters) in two [Password] boxes.**

Since the lower**[Password]** box is used for confirmation, enter the same password as the upper password.

C **Click [OK].**

The password has been set.

C **Set up a connection device if required.**

A **Select [Select I/O Device] from the [Server] menu.**

The "Set I/O Device" screen appears.

B **Select [New Addition].**

The "Add New I/O Device" screen appears.

C **Enter the host name or IP address of the connection device to be used for delivery, and select [OK].**

Note

❒ You can select [Browse] to select the connection device.

The selected connection device is displayed on the "Set I/O Device" screen.

D **Select [OK].**

D **Register a user as a destination.**

Documents are delivered and saved for each In-Tray. When the user is registered in the ScanRouter V2 Administration Utility, an In-Tray for the user is used, and you can use it to specify the Destination of documents.

Note

❒ If the same document is delivered to multiple users, you should create a group.

Limitation

❒ Up to 100 users can be registered together with groups.

A **Open the tree of [Delivery Server] on the left side of the screen to select [Destination] in [Delivery Table].**

The **[Operation]** menu appears on the menu bar.

B **Select [Register New Destination]-[User] on the [Operation] menu.**

The "Register New Destination-User" screen appears.

C **Enter an In-Tray name in the [Destination Name] box.**

D **Set a delivery type.**

① Select the delivery type from the **[Delivery Type to Be Added]** box, and then select **[Add]**.

- Saving in the In-Tray
  Received documents are saved in the In-Tray. The client computer can automatically receive them by ScanRouter V2 Link.

- Saving as a file
  Delivery documents are saved in the specified location as a file. Multiple locations can be specified.

Note

❒ Only a file, which can be confirmed by the Delivery Server, can be specified for saving.

E **Set a password if required.**

① Select **[Change Password]**.

② Enter a password (within eight alphanumeric characters) in two **[Password]** boxes.

Since the lower**[Password]** box is used for confirmation, enter the same password as the upper password.

③ Select **[OK]**.

F **Select [OK].**

The user is added to **[Destination List]**.

G **Repeat the operation from Step B to register all users.**

E **Launch the Delivery Server.**

Perform the operation below only if the Delivery Server is launched manually when the type of starting the delivery service is set to **[Program Folder]** during installation.

A **Select [Start Delivery Service] from the [Server] menu.**

The Delivery Server starts.

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5. Appendix

Troubleshooting

Problem	Cause/Action
When the management server is selected, "The specified computer name or IP address is not valid. Please specify another name or address." appears.	Check if the power of the server computer is turned on, the network cable is connected correctly, or the IP address is specified correctly.
When a password is entered on the Authorization for Server Access screen, the "The password may be wrong. If the password is correct, press [Cancel] on the "Password Entry" screen and close." message appears.	A password for the Windows logon account for launching the Delivery Server may be wrong or account rights may be changed. Make sure that the password and account rights are correct, and then reenter the password. After the password is entered, relaunch the computer.

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